

Access to Student Files

The ***Family Educational Rights and Privacy Act of 1974 (FERPA)***, is a United States federal law that governs the access to student educational information and records. The law protects the rights of students who have reached 18 years of age or is attending a college at any age. An eligible student is a student who is currently attending County College of Morris or who has previously attended County College of Morris.

- a. It gives students the right to inspect and review all their educational records except for:
 - i. Financial records of the student's parents.
 - ii. Confidential letters or statements placed in the file prior to January 1, 1975.
 - iii. Psychiatric or medical records retained by a professional for treatment purposes.
- b. If students wish to inspect or review their academic records, they should put their request in writing and submit the request to the registrar@ccm.edu. The law permits the college 45 days to respond to such requests, but every effort will be made to accommodate such requests as quickly as possible. Upon receipt of the signed, written request, an appointment will be set up for the student to review the file.
- c. The ***Family Educational Rights and Privacy Act*** also states that the college **will not** release educational records or personally identifiable information to any individual agency or organization unless there is the written consent of the student or a court order (subpoena).
 - In the case of a subpoena, an effort to contact **current/former students will be made by CCM email/mail**.
 - Contact registrar@ccm.edu if you have any questions concerning this law.
 - Students have the right to waive their rights and assign a "**Proxy**" on their Titans Direct (<https://titansdirect.ccm.edu/Student/Account/Login/?ReturnUrl=%2fStudent>) account. By assigning a proxy, the student is allowing a third party to view certain information on their student record.

4. Directory Information **may be** released to a third party at the discretion of the County College of Morris. Directory Information includes:

- Student name
- CCM email address
- Field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees/certificates received

5. Students have the right to withhold the disclosure of Directory Information by filling out and returning to the Office of Records and Registration a *Request to Prevent Disclosure of Directory Information* form.